

## **Subchapter-X-Notices, Instructions and Reports to Workers**

**HFS 157.88 Posting, notification and reporting requirements.** (1) POSTING OF NOTICES TO WORKERS. (a) Except as provided in par. (b), a licensee or registrant shall post current copies of all the following documents in a conspicuous location that is accessible to workers on the way to or from the worker's work station or job location:

1. This subchapter and subch. III.
2. The license, conditions or documents incorporated into the license by reference and license amendments.
3. The operating procedures applicable to activities under the license or registration.
4. Any notice of violation, forfeiture assessment or order issued under s. 254.37 or 254.45, Stats., or this chapter and any response from the licensee or registrant until removal is authorized by the department.
5. The certificate of registration.
6. Emergency procedures that apply to activities conducted under the license or registration.
7. A "Notice to Employees" form that details the types of information that employers must give to their employees and department contact information.

**Note:** The "Notice to Employees" form may be obtained from the Department by writing: Department of Health and Family Services, Radiation Protection Section, P.O. Box 2659, Madison WI 53701-2659 or from the Department's website [www.dhfs.state.wi.us/licensing](http://www.dhfs.state.wi.us/licensing).

(b) If posting of the documents specified in par. (a) 1. to 3. is not physically practical, a licensee or registrant may post a summary of the documents that states where the full documents may be examined. The documents specified in par. (a) 4. to 7. shall be posted in their entirety.

(c) A document posted under par. (a) 4. shall be posted within 2 working days after receipt of the document from the department. A licensee's or registrant's response, if any, shall be posted within 2 working days after submitting the document to the department. The documents shall remain posted for a minimum of 5 working days or until the violation has been corrected, whichever is later.

(d) Documents, notices and forms posted under par. (a) shall be replaced within 10 days if defaced or altered.

(2) INSTRUCTIONS TO WORKERS. (a) All individuals who in the course of employment are likely to receive an occupational dose in excess of one mSv (100 millirem) in a year shall be given all of the following information annually:

1. The proper storage, transfer and use of sources of radiation in the licensee's or registrant's workplace.

2. Health risks to the individual and potential offspring associated with exposure to radiation and radioactive material, precautions and procedures the individual should use in the workplace to protect themselves and minimize exposure to radiation and radioactive material, and the purposes and functions of protective devices.

3. A worker's responsibility to report promptly to the licensee or registrant any condition which may constitute, lead to or cause a violation of ss. 254.31 to 254.45, Stats., this chapter or a condition of the license.

4. How to respond in the event of any unusual occurrence or malfunction that may involve exposure to radiation or radioactive material.

5. Radiation exposure reports provided to workers under sub. (3).

(b) The extent of the instructions provided under par. (a) shall be commensurate with potential radiological health protection problems present in the workplace and shall take into consideration assigned activities during normal and abnormal situations involving exposure to radiation or radioactive material that can be reasonably be expected to occur during the life of the licensee's or registrant's activities.

(c) Records of instructions to workers required by this subsection shall be maintained by the licensee or registrant until reviewed by the department or for 5 years.

(3) NOTIFICATIONS AND REPORTS TO INDIVIDUALS. (a) *Radiation exposure reports.* Every 12 months, a licensee or registrant shall provide a written report of radiation exposure to each employee who is required to be monitored for radiation exposure under s. HFS 157.25 (2). The report shall include all of the following:

1. Name of the licensee or registrant, the name of the individual and the individual's identification number.

2. Results of any measurements, analyses and calculations of radioactive material deposited or retained in the body of the individual being monitored.

3. Any order issued under this chapter.

4. Any condition of the license or registration as shown in records maintained by the licensee or registrant under s. HFS 157.31 (7) that relates to radiation exposure of employees.

5. Each calendar quarter in which the worker's activities involved exposure to sources of radiation and the dates and locations of work. If a report under this paragraph is being provided to employees under par. (b) or (c), the report shall include the calendar quarter within which the employee terminates employment or requests a report under this subsection.

6. The radiation exposure report for each year the worker was required to be monitored under s. HFS 157.25 (2).

7. The statement: "This report is furnished to you under the provisions of Wisconsin Administrative Code, Chapter HFS 157, Radiation Protection. You should retain this report for future reference."

(b) *Reports to employees upon termination.* A licensee or registrant shall provide the report required under par. (a) to each employee within 30 days of the employee's termination.

(c) *Reports to employees upon request.* A licensee or registrant shall provide an employee with the report required under par. (a) within 30 days of receiving a written request from the employee, or within 30 days after the dose of the individual has been determined by the licensee or registrant, whichever is later.

(d) *Reports to the department.* A licensee or registrant required to provide a report under s. HFS 157.32 (2) to (4) shall, on the same day, provide a copy of the report to the subject of the report.

(e) *Exposure request at time of termination.* At the request of a licensee's or registrant's employee or of a worker employed by another person but working in a licensee's or registrant's facility, a licensee or registrant shall, upon a worker's termination, provide to the worker, or to the worker's designee, a written report of the radiation dose received by that worker from operations of the licensee or registrant during the current calendar quarter or fraction thereof. If the most recent individual monitoring results are not available at that time, a licensee or registrant shall provide a written estimate of the dose, clearly indicating that it is an estimate.

(f) *Documentation required to be maintained.* Documentation that a report was provided as required under this subsection shall be maintained by the licensee or registrant for 3 years after generation of the documentation.